

Spring Reporting Period Ends

Submission Deadline June 15, 2006

This submission should include all students enrolled at any time during the 2005-2006 school year. All students included in all previous reporting periods must also be included in this submission. It is very important to complete the spring updates and any corrections to the data to the department as soon as possible. State aid will again be paid on an estimate basis until all data is in and finalized. In addition, the data submitted this spring will be used to determine AYP calculations for NCLB report cards.

Preparing For the Spring Submission:

Complete the following steps to update your database for the spring submission:

1. Make sure all students who have attended at any point during the school year are included in your database.
2. If a student has exited your school be sure to give them an appropriate status end date and reason for leaving.
3. **For graduating seniors, the end date and exit code must be completed.** The exit code for all students who graduate from high school should be a 4-Student graduated. Do NOT code 8th grade students or students who receive a certificate of completion as graduates. Seniors who graduate earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school.
4. Students must have the days absent field completed. This number should reflect the days absent for the entire year.

Overlaps, Transfers and Exiting Students

We will soon be running the overlap reports. These overlaps need to be resolved by June 15th. Any unresolved overlaps will be resolved by Department of Education staff.

When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new entry and use the day he returns as the status start date.

NEW -- ICU (Infinite Campus University):

Please check out the attached ICU (Infinite Campus University) Spring Catalog at http://www.doe.sd.gov/ofm/sims/newsletter/ICUCustomerSpringCatalog_0306.pdf. These are the webex classes that South Dakota districts can register for and take through the Internet on an unlimited basis.

Procedure To Register: To register for a course click on or type the following link into a web browser's address bar:

<http://cpu.infinitecampus.com:8080/icu/>

Steps to register on-line:

1. Click on My Account
2. Click on Create Account
3. Complete the requested information
4. Click on All Events
5. From the Audience drop-down list select "Customers"
6. From the Type drop-down list select "Course"
7. From the Status drop-down list select "Open"
8. From the Delivery drop-down list select "WebEx" or "In Person"
9. Click on the name of the course to register for it.
10. Click on the "Register Now" button.
11. Enter a Purchase Order Number
12. If your district has a subscription to ICU click on the "Other" radio button and enter Pre-Paid in the text box.
13. Repeat steps 4 – 12 to register for additional courses.

Email: icu@infinitecampus.com or call Angela Kearney at 651-204-3219 if you have questions about registering on-line.

Title I Status Codes:

Reminder: Please use the Title I codes - ONLY if a school is Targeted Assisted Title I.

Title I Health/ Dental/ Eye Care

Title I Math, Title I Reading

Title I Science

Title I Social Science

Title I Supporting Guidance/Advocacy

Title I Vocational

How to Report Accurately Exit/Withdrawal Data:

To ensure accuracy and comparability of our exiting data please review the below codes for assigning an appropriate exit code. If you have any questions regarding the definition of any of the below types please contact our office.

Exit/Withdrawal Type--The circumstances under which the student exited from membership in an educational institution based on the following codes:

- 01 Student was expelled
- 02 Student discontinued education – *dropout* (see below definition of a dropout)*
- 03 Student transferred to another accredited school or district in the state *(student data file must include a request for transcript)*
- 04 Student graduated *(student has attained the credits needed to obtain a regular diploma)*
- 05 Student died
- 06 Student transferred to an institution (correctional facilities, mental hospitals, etc)
- 07 Student reached maximum age for receipt of special ed services (21)

- 08 Student transferred out of state (*student data file must include a request for transcript*)
- 09 Colony student who completed grade 8 (*student has been excused from public school attendance, SDCL 13-27-1.1*)
- 10 Student retained
- 11 Student continues
- 12 Persistently Dangerous Transfer
- 13 School Improvement Transfer
- 14 Home School Transfer
- 15 Suspended

*A dropout is defined as a student that:

- 1) Was enrolled in school at some time during the school year; 2) was not enrolled on the last day of school; 3) has not graduated from high school or completed a state approved program; 4) does not meet any of the following exclusionary conditions:
 - transfer to another accredited educational program
 - temporary absence due to suspension or illness
 - excused from public school attendance (SDCL 13-27-3)
 - death.

Your Data is Important!!

Data elements collected from SIMS Net/DDN Campus are the major components of No Child Left Behind (NCLB) reporting.

Please review all data carefully!!

- Make sure you have all students who attended school at any point this school year listed. Likewise, if you have students who did not attend your school this year, make sure you delete their records.
- Be sure to check the start and end dates on the enrollment and special education records. These dates are used to determine if a child has been enrolled for a "full academic year". Those students enrolled from October 1 until April 21st will be considered enrolled for a full academic year.
- Be sure to check the percent enrolled, grade level and enrollment status of all students for accuracy.
- Check the county of residence reported for all students for accuracy. This data is forwarded to each county and the Office of School and Public Lands for their allocations.
- Check the school's calendar – instructional days – for accuracy. If the last day of school is May 25th, all days remaining on the calendar should be reported as "non-school days". This is important for the accurate calculation of an attendance rate and/or an ADM for state aid purposes.
- Also be sure to double check students' status elements. These are used to determine subgroups for NCLB. Status elements for a student may include one or more of the following: LEP, Title I, School Lunch Status, First Year in County, etc.
- Check to ensure that all graduates are correctly identified and reported.
- Don't forget to code LEP students that arrived in the US after **April 19, 2005** as **first year in country!** This is coded in the status elements.
- Please remember to code foreign exchange students, these students are not required to test. If they are not coded as such, the school will take a hit on their participation rate for NCLB.

- Check the attendance rate (days absent) for all students. Remember it is very unlikely that a school to have an attendance rate of 100%! Also, a student may not have a total of days absent exceeding their enrollment days!
- Only students who were identified as limited English proficient using the state approved identification test should be coded as LEP.
- In order to accommodate flexibility for calculations of adequate yearly progress (AYP) under NCLB, a new field, significant cognitive disability, was added under the special education tab. The flexibility allows proficient and advanced scores of students with the most significant cognitive disabilities based on alternate academic achievement standards to be included in AYP calculations. The number of proficient and advanced scores to be included may not exceed 1% of all the students assessed in grades 3-8 and 11, in reading/language arts and mathematics. To be identified as having a significant cognitive disability, the student must meet all of the following criteria: The student has an active IEP with annual goals and short term objectives/benchmarks which focus on extended standards; and the student's cognitive abilities are 2.0 standard deviations or more below the mean (inclusive of the standard error of measurement); and the student primarily requires direct and extensive instruction to acquire, maintain, generalize and transfer skills done in naturally occurring settings of the student's life. (e.g. school, community, home, vocational/career, and recreation and leisure). Documentation of meeting the above three criteria used to determine eligibility for significant cognitive disability must be maintained in the student's file, and the use of alternate assessment of the alternate academic achievement standards must be written into the IEP after such a determination by the IEP team. If a child is determined to have a significant cognitive disability, users should simply go into the special education tab and click in the box which is located in the lower right corner of the special education tab. Questions regarding this issue may be directed to Linda Turner, Office of Special Education, (605) 773-6119 or linda.turner@state.sd.us.

Must be checked for all students meeting the criteria of significant cognitive disability.

Student Info				Enrollment		Status Elements		Special Education		Assessment	
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="New Entry"/> <input type="button" value="Delete Entry"/>											
Eligibility Date	End Date	Primary Disability	Category								
03/10/2005	05/30/2005	Deaf-Blind	Reg Classroom w/mod								
09/01/2004		Deaf-Blind	Reg Classroom w/mod								

Special Education Detail			
Eligibility Date	End Date	Category	Program Type
03/10/2005		Reg Classroom w/mod (100)	Mild to Moderate Disabilities (A)
Primary Disability	Multiple Disability #1	Multiple Disability #2	
Deaf-Blind (0500)			
Multiple Disability #3	Multiple Disability #4	Multiple Disability #5	
Physical Therapy	Recreational Therapy	Audiological Services	Speech/Language Therapy
Hours	Hours	Hours	Hours
Occupational Therapy	Psychological Therapy	School Health Services	Orientation/Mobility Therapy
Hours	Hours	Hours	Hours
Counseling Service	Social Work Service	Other Therapy Services	Enrollment Association
Hours	Hours	Hours	03/10/2005 Alpena Hi Sch
<input type="checkbox"/> Assistive Tech <input type="checkbox"/> Transportation		Exit Reason	<input checked="" type="checkbox"/> Significant Cognitive Disability

- Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup.

To create a list of students and their basic data elements follow the steps listed below:

- Go to report wizard in user outline.
- Under new reports, click on student information, and then click on next.

- Choose the following fields for your report:
 - o Under Enrollment – choose grade
 - o Under Student Identity – choose last name and first name.
 - o Under SIMS Student – choose SimsNum
 - o Under Enrollment – choose start date, end date and percent enrolled
 - o Under Status – choose the element(s) you wish to view.
- Leave all fields in the next screen blank to list the codes for all students, or use the filter to get specific data. For instance, if you just wanted student with a meal status of free or reduced, next to the field MS, enter <> S. Click on next
- Create your report.

Please contact us if you need assistance verifying your data.

DOE Contact Information:

David Gall, Student Data Coordinator
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